



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

CONFIDENTIAL SECRETARY

Class No. 000346

■ CLASSIFICATION PURPOSE

To serve as confidential secretary to the District Attorney; to perform a wide variety of confidential clerical and stenographic duties; to perform administrative tasks such as assisting the District Attorney's staff in developing administrative policies and procedures, conducting research on a wide variety of subjects, acting as liaison with the public and press regarding the District Attorney's press releases and statements; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

The Confidential Secretary is a one-position class under the direction of the District Attorney. The incumbent is responsible for providing personal and confidential secretarial assistance to the District Attorney, which involves a working knowledge of the individuals, activities, and issues with which the office is involved and requires frequent contact with a cross-section of high-level governmental, community, and private officials, as well as individual community members. The incumbent in this class performs high-level stenographic and administrative duties, is privy to highly confidential and sensitive information, and also is responsible for acting as liaison for the District Attorney with departmental personnel, the media, the public, and other law enforcement agencies. This class is distinguished from other classes in the clerical series in that an incumbent provides responsible secretarial services to an elected official under a provision of the County Charter.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. On behalf of the District Attorney, performs confidential and personal secretarial services including arranging travel, attending meetings on behalf of the executive, maintaining assignment controls, distributing routine work to lower level managers, and relieving the executive of routine administrative details.
2. Sorts, screens, and prioritizes mail.
3. Replies to a variety of routine correspondence.
4. Screens and handles office and telephone callers.
5. Exercises considerable discretion in committing the official's time or in referring caller to another appropriate source of information or service.
6. Arranges, schedules, and maintains the District Attorney's appointment calendar.
7. Coordinates all of the District Attorney's public appearances, conferences, and speaking engagements.
8. Takes and transcribes dictation of a confidential nature.
9. Types a wide variety of material including forms, reports, letters, memoranda, legislation, rosters, budgets, statistical data, charts, graphs, tables, agendas, and transcribe minutes of meetings.
10. Prepares and supervises the maintenance of all the District Attorney's administrative, personnel, and other confidential files and record keeping systems using computer applications that include use of electronic mail, word processing, spreadsheets, and special databases.
11. Acts as liaison between the District Attorney and other County departments, the media, law enforcement agencies, office staff, and the general public.
12. Handles highly confidential information regarding controversial matters.

13. Collects, compiles, and summarizes statistical and financial data and prepare reports.
14. Interprets and carries out departmental policies and procedures.
15. Participates in research to assist in developing and modifying administrative, office, clerical, and secretarial policies and programs.
16. Coordinates and participates in the activities of the administrative service areas of the department, including budget and fiscal functions, personnel, word processing and electronic services, facilities requirements, purchasing, and clerical support services.
17. Assists in the preparation and presentation of the budget.
18. Compiles budget estimates for the office.
19. Prepares budgetary justifications.
20. Maintains and controls authorized budgetary expenditures for equipment, supplies, and other accounts.
21. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A wide variety of typing layouts and formats.
- Filing systems, including alphabetical, chronological, numerical, subject area, and tickler.
- Record keeping and clerical monitoring procedures.
- Business English including spelling, punctuation, grammar, capitalization, and word usage.
- The operation and uses of modern office equipment including word processors, personal computers, copiers, calculators, photocopiers, transcribing machines, and dictation machines.
- The organizational structure of the County of San Diego and the Office of the District Attorney.
- Related rules, policies, and manuals of the County and of the Office of the District Attorney.
- Modern office practices, operating procedures, and clerical routines.
- General basic legal processes and procedures.
- Legal terminology, documents, formats, layouts, and forms.
- Rules and procedures of local, state, and federal courts.
- Filing, indexing and cross-referencing methods.
- Criminal justice system, laws, policies, and regulations, particularly as they apply to the operations of a District Attorney's office.
- Administrative operations of a large law office.
- Principles, practices and techniques of management and office procedures as they apply to a law office.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Transcribe confidential and restricted communication, legal dictation, and shorthand notes accurately and rapidly.
- Maintain the confidentiality of all sensitive information pertaining to legal issues on internal County matters.
- Type a wide variety of documents with speed and accuracy.
- Effectively communicate in oral and written form.
- Proofread and review work for accuracy, correctness, and completeness.
- Operate a wide variety of modern office equipment.
- Establish and maintain legal filing and record systems.
- Understand and carry out oral and written directions.
- Work independently, determining priorities to meet strict work deadlines.
- Use electronic mail systems, word processing, spreadsheet, and other computer application programs and equipment in the production of work.
- Prepare summaries of reports and correspondence, and compose letters independently.
- Establish and maintain effective working relationships with professional staff, departmental representatives and outside agencies.
- Deal tactfully and effectively with the media, other departmental personnel, law enforcement agencies, and the general public.
- Review, analyze, and make recommendations on office problems and operations.
- Compile and summarize financial, statistical, and other data.
- Make arithmetic calculations.
- Monitor, prioritize, and route mail.
- Read, understand, follow, and explain to others policy and procedures.

- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Two (2) years of business college training; AND six (6) years of progressively responsible clerical and office administrative experience, preferably in criminal justice governmental operations; OR
2. A Bachelor's Degree, AND four (4) years of secretarial experience performing a wide range of personal and confidential secretarial duties.

Note: Additional years of experience as described above may be substituted for the education requirement on a year-for-year basis.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

An ORIGINAL (no photocopies) unaltered typing certificate for at least 60 net words per minute with a maximum of 5 errors must be attached to the application. The certificate must state that the typing test was for at least five (5) minutes with two (2) gross words penalty for each error (in accordance with International Typing Contest Rules). The certificate must be no more than two (2) years old.

This position may require shorthand or speed writing skills. If required, you must submit an ORIGINAL (no photocopies) shorthand or speedwriting certificate for at least 90 net words per minute with 97% accuracy for two (2) minutes. The certificate must be no more than two (2) years old.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

Revised: June 24, 2003

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